



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION  
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII  
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD  
SCHOFIELD BARRACKS, HAWAII 96857-5000

AUG 26 2016

IMHW-ZA

MEMORANDUM FOR All US Army Garrison-Hawaii (USAG-HI) Directorates, Special Staff, Management and Control Offices

SUBJECT: Policy Memorandum USAG-HI-35, Workforce Resiliency Program (WRP) Policy

1. References.

- a. Army Regulation (AR) 690-950, Civilian Personnel, Career Management, 31 Dec 01.
- b. Army Regulation (AR) 608-1, Personal Affairs, Army Community Service, 13 Mar 13.
- c. Army Regulation (AR) 350-1, Training, Army Training and Leader Development, 19 Aug 14.
- d. Installation Management Command (IMCOM) Regulation 690-10, Civilian Personnel Army Civilian Training, Education and Development System (ACTED) Intern Program, 7 Feb 08.
- e. Installation Management Agency (IMA) PAM 600-1, Workforce Development, 5 Nov 04.

2. Purpose. To encourage employees to take ownership of their career by providing essential information in all aspects of personal resiliency and effective career planning. To give employees an opportunity to measure their own resilience and to prepare them for challenges that impact on their mental health and well being during times of continuing organizational change and fiscal uncertainty.

3. General. In times of change, the natural reaction is to resist. Whether changes are happening at home, in the community or in the workplace, changes introduce the unknown. They take us out of a place we know and are comfortable with and force us into something new. We do not know what to expect, and we anticipate hardships and struggles as we leave the current state. This was evident when the Garrison was forced to downsize and reshape the organization in 2013. Resistance to change cannot be

IMHW-ZA

SUBJECT: Policy Memorandum USAG-HI-35, Workforce Resiliency Program (WRP) Policy

totally eradicated, but it can be managed constructively, proactively and prior to employees being impacted.

4. Applicability. This policy applies to the entire USAG-HI workforce consisting of both Appropriated Fund (AF), and Non-Appropriated Fund (NAF) employees.

5. Scope. Training and development encompasses all activities designed to enhance the knowledge, skills, and abilities needed by employees to successfully manage their careers and the Garrison's mission. The overall delivery will assist employees to review and analyze their current situation and to look ahead for future possibilities. The training formats include but are not limited to: enterprise level, local level, face-to-face, computer based, or video/streaming. The outcomes of such training include but are not limited to individual or the collective workforce being oriented to professional development, certification, improved performance capabilities, or achieving a higher educational degree.

6. Policy.

a. Each Garrison directorate/Special Staff Office, as the Office of Primary Responsibility (OPR), will incorporate the two parts of the WRP into their existing employee performance plans to assist employees with:

(1) Part one: two core classes taught through the use of Internal Garrison Training (IGT) instructors.

(a) Understanding Force Reductions and Realignments (OPR: RMO Manpower Division).

(b) Preparing a Career Management Plan (OPR: Workforce Development Office).

(2) Part two is taught through collaboration/partnership with other agencies or organizations, e.g., Inter-Garrison, Federal Executive Board, Inter-Army and Inter-Service assets that already provide the needed instruction and/or assistance. Professional assistance (employee specific) deemed necessary by the employee to successfully develop his/her tailored Career Management Plan may be available through Army Civilian Training, Education and Development System (ACTEDS).

7. This policy memorandum supersedes policy memorandum USAG-HI-16, SAB, dated 11 Feb 15, and remains in effect until rescinded or superseded in writing.

IMHW-ZA

SUBJECT: Policy Memorandum USAG-HI-35, Workforce Resiliency Program (WRP) Policy

8. The proponent for this policy is the Chief, Workforce Development, Directorate of Human Resources at 655-0107.

A handwritten signature in black ink, reading "Stephen Dawson". The signature is fluid and cursive, with the first name "Stephen" and last name "Dawson" clearly distinguishable.

STEPHEN E. DAWSON  
COL, SC  
Commanding

DISTRIBUTION  
Electronic Media